

CITY OF BURBANK

RANGEMASTER

DEFINITION

Under direction, to supervise and operate the Police Department firing range; to provide instruction, maintain supplies and facilities; and to perform related duties as required.

ESSENTIAL FUNCTIONS

Responsible for the overall safety and efficient operation of the firing range facilities; attends meetings in various locations; sells and issues ammunition and maintains supplies and records of same; assigns firing positions; controls and maintains firing line safety precautions; performs general maintenance work to keep range clean and orderly; builds and maintains targets; acquires and stores ammunition and range auxiliaries; demonstrates and instructs in the use of a variety of firearms, non-lethal and chemical weapon operation safety and tactics; maintains inventory and prepares reports on shooting scores, monies received and range activities; devises innovative combat shooting courses; develops and introduces new training techniques and conducts training courses; inspects, tests, alters, and repairs weapons; destroys firearms; maintains detailed records of firearm destruction; advises Police Department staff on weapon-related matters; evaluates equipment available to the department; supervises assigned personnel; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the operation of a firing range and of the proper use and care of a variety of small arms; the use, maintenance, and storing of explosives, tear gas, and related equipment; knowledge of State and Federal codes regarding weapon destruction and alteration; firearm safety and tactics.
- Ability to - load small arms ammunition with a multi-stage manually operated loading machine; instruct in the use of small arms; maintain records and prepare simple reports; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Graduation from high school or equivalent and one year of experience in operating or assisting in the operation of a small arms firing range. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.